

## **Procedure for Updating CERES Product Description/Abstracts - 11/30/00.**

### **CERES SEC POC**

1. Provide list of reviewers, machine names, and machine IP addresses to the DAAC (User Services) POC.

### **CERES Archival Product POC**

2. Prepare a Description of Change to the technical content of CERES product Description/Abstract.
3. Email the Description of Change to the DAAC (User Services) POC at [LaRC@EOS.NASA.Gov](mailto:LaRC@EOS.NASA.Gov).

### **DAAC (User Services) POC**

4. Update HTML version of CERES product Description/Abstract based on Description of Change from CERES Archival Product POC.
5. Post (draft) HTML version of CERES product Description/Abstract on DAAC test Web site at URL: <http://dutchdraft.larc.nasa.gov/GUIDE/>.
6. Notify CERES Archival Product POC via email that the document is ready for review on the test Web site.
7. Notify appropriate DAAC reviewers that the document is ready for review on the test Web site.

### **CERES Archival Product POC**

8. Notify appropriate CERES reviewers that a CERES product Description/Abstract is ready for review on the test Web site.
9. After a specified review period (at least one-week, preferably two weeks), evaluate all available reviewer comments.
10. Prepare a Description of Change for the draft document and email to the DAAC (User Services) POC.

### **DAAC (User Services) POC**

11. Update HTML version of CERES product Description/Abstract based on Description of Change from CERES Archival Product POC.
12. Post (revised-draft) HTML version of CERES product Description/Abstract and update the posting date on the DAAC test Web site at URL: <http://dutchdraft.larc.nasa.gov/GUIDE/> for CERES Archival Product POC final review.
13. Notify CERES Archival Product POC via email that the document is ready for final review on the test Web site.
14. Notify appropriate DAAC reviewers that the document is ready for final review on the test Web site.

### **CERES Archival Product POC**

15. Review (revised-draft) HTML version of Description/Abstract to ensure specified changes are in-place.

16. Notify the DAAC (User Services) POC that the Description/Abstract document may be moved to the “CERES Data Sets” Web site **OR** that additional changes must still be made (go back to step 10).

#### **Other Interested Party**

17. Prepare Description of Change to the content of CERES product Description/Abstracts (this level of change would be applicable to Description/Abstracts for **all** products, not just one).
18. Submit Description of Change to the CERES System Engineering Committee (SEC) for consideration and approval.

#### **CERES SEC POC**

19. Email the Description of Change to the DAAC (User Services) POC at [LaRC@EOS.NASA.Gov](mailto:LaRC@EOS.NASA.Gov).

#### **DAAC (User Services) POC**

20. Update HTML version of CERES products Description/Abstracts based on Description of Change from CERES SEC POC.
21. Post (draft) HTML version of CERES products Description/Abstracts on the DAAC test Web site at URL: <http://dutchdraft.larc.nasa.gov/GUIDE/> for CERES SEC POC final review.

#### **CERES SEC POC**

22. Review (draft) HTML version of Description/Abstracts to ensure specified changes are in-place.
23. Notify the DAAC (User Services) POC that the Description/Abstract documents may be moved to the “CERES Data Sets” Web site **OR** that additional changes must still be made (go back to step 17).